

CA-PMM

Project Name: Disability Insurance Automation Project

OCIO Project #: 7100-192

Department: Employment Development Department

Revision Date: 6/30/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

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Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Approval of SPR delayed at LWDA.	Delayed SPR submittal to OCIO will delay contract finalization, contractor start date and possibly implementation by 30 workdays.	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
2. Were any key milestones or deliverables rescheduled?	Yes	See above	See above	See above
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	See above	See above	See above
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	No		
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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Delayed SPR submittal to OCIO will delay contract finalization, contractor start date and possibly implementation by 30 workdays.	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See above.	See above.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See above.	See above.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period.***

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- DIA SPR concurrent review by LWDA and OCIO continues.
- Review of the revised ITPP with DGS continues and is pending approval of the SPR.
- Section 11 has been transmitted to LWDA.
- Joint Project Managers (JPMs) submitted draft DIA FY 2010-2011 Budget Change Proposal to the Project Sponsor for review.
- Development and review of the DIA SI vendor contract Standard Agreement, STD 213 continues.
- Fiscal Programs Division prepared a request to exempt the DIA Project from Executive Order S-09-09. The exemption request was forwarded to Agency and is under review.
- Reconfiguration of the workspace continues.
- SEIU successfully challenged award of the IPOC contract. DIA IPOC contract was cancelled. EDD is working with OCIO to determine how to provide project oversight for DIA.
- Discussions began between EDD branches, Unisys and Impressions technology regarding long-term needs for document imaging at the Document and Information Management Center.
- The Workload Distribution Workgroup presented recommendations to DI upper management for electronic workload distribution.
- The Project Team conducted DICO Stakeholders' Contributions Meetings with several DIB sections.
- The Project Team held various meetings with EDD Branches.
- DIA Frequently Asked Questions were published to DIB SharePoint homepage.
- Work continues on preparations for state staff hiring.
- Work began on the new schedule for the Design, Development, and Implementation (DDI) Phase of the DIA Project.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
Evaluation of Draft Proposals	7/25/08		Done		7/20/08
Evaluation of Final Proposals	10/22/08		Done		10/29/08
Public Cost Opening	10/30/08		Done		10/30/08

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Cost Evaluation	11/7/08		Done		1/6/09
Contract Negotiation	12/1/08		Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	3/26/09
SPR Submission to Control Agencies	1/5/09	5/31/09	Delayed	PCC 6611 negotiations were entered into with bidder to reduce costs to the state. LWDA is reviewing SPR and OCIO is pre-reviewing draft.	
Contract Finalized; Contractor On Board	7/1/09	8/15/09	Delayed	Delayed SPR submittal to OCIO will delay contract finalization, contractor start date and possibly implementation by 30 workdays.	
IV&V for DDI On Board	5/27/09	8/15/09	Delayed	IV&V RFP release cannot occur until SPR is approved. No impact to implementation date.	
Pay Point 1: Design Documentation Release	9/30/09	11/15/09	Delayed		
Pre-Production Release 1	7/31/10	9/15/10	Delayed		
Pay Point 2: External Web Paid Family Leave (PFL) Claims	9/30/10	11/15/10	Delayed		
Pay Point 3: Internal Graphic User Interface (GUI) Custom Conversion	9/30/10	11/15/10	Delayed		

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Pre-Production Release 2	2/28/11	4/15/11	Delayed		
Pay Point 4: External Web for Claimants/Medical Providers and Expanded Internal GUI for Initial Claim Intake	4/30/11	6/15/11	Delayed		
Pay Point 5: External Web for Employers/Voluntary Plan	4/30/11	6/15/11	Delayed		
Pre-Production Release 3	8/15/11	10/1/11	Delayed		
Pay Point 6: Automated Claim Processing	9/30/11	11/15/11	Delayed		
Pay Point 7: Scanned Forms	9/30/11	11/15/11	Delayed		
Pay Point 8: Business Intelligence	9/30/11	11/15/11	Delayed		
Pay Point 9: Remaining Use Cases	9/30/11	11/15/11	Delayed		
Production Release	9/30/11	11/15/11	Delayed		
Pay Point 10: DIA System Acceptance	1/31/12	3/15/12	Delayed		
Document Management System (not System Integrator (SI) vendor) Contracted Work Complete	2/29/12	4/15/12	Delayed		
Productive Use Warranty	4/30/12	6/15/12	Delayed		
Contract Closeout	6/30/12	8/15/12	Delayed		
EDD Project Closeout	6/30/12	8/15/12	Delayed		
Post Implementation Evaluation Report (PIER)	6/30/13	8/15/13	Delayed		

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
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Evaluation of Draft Proposals	7/25/08		Done		7/20/08
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* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost to Date vs. Estimated Cost	<5%	0	

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4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	5% to 10%	1	0
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	

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14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			0

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Vendor met all Administrative Requirements and Corporate Reference Requirements in the RFP.